BUSINESS WORKPLACE DYNAMIC COLUMNS & LAYOUTS
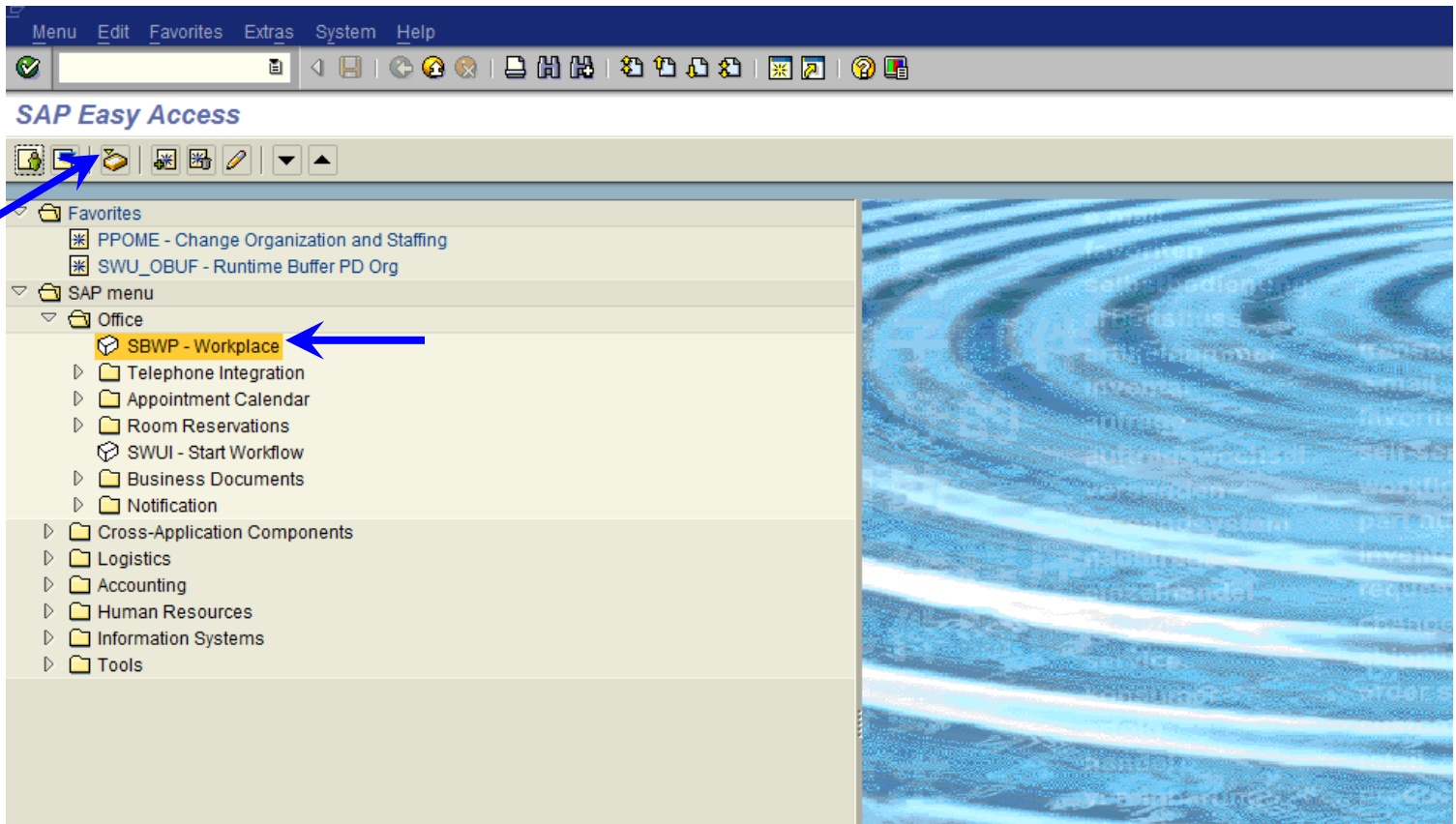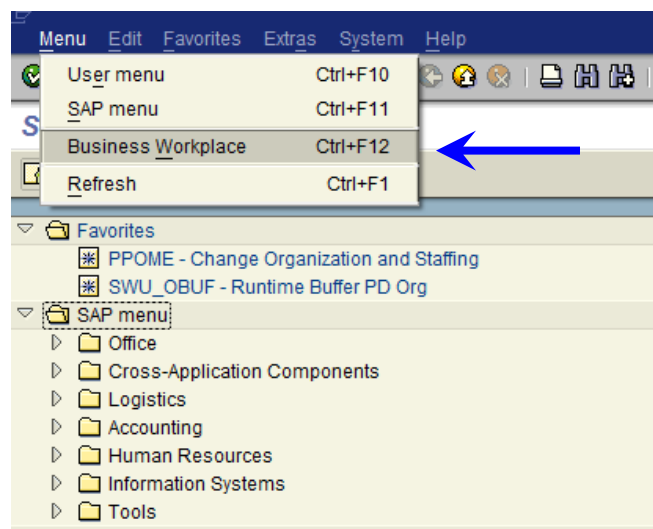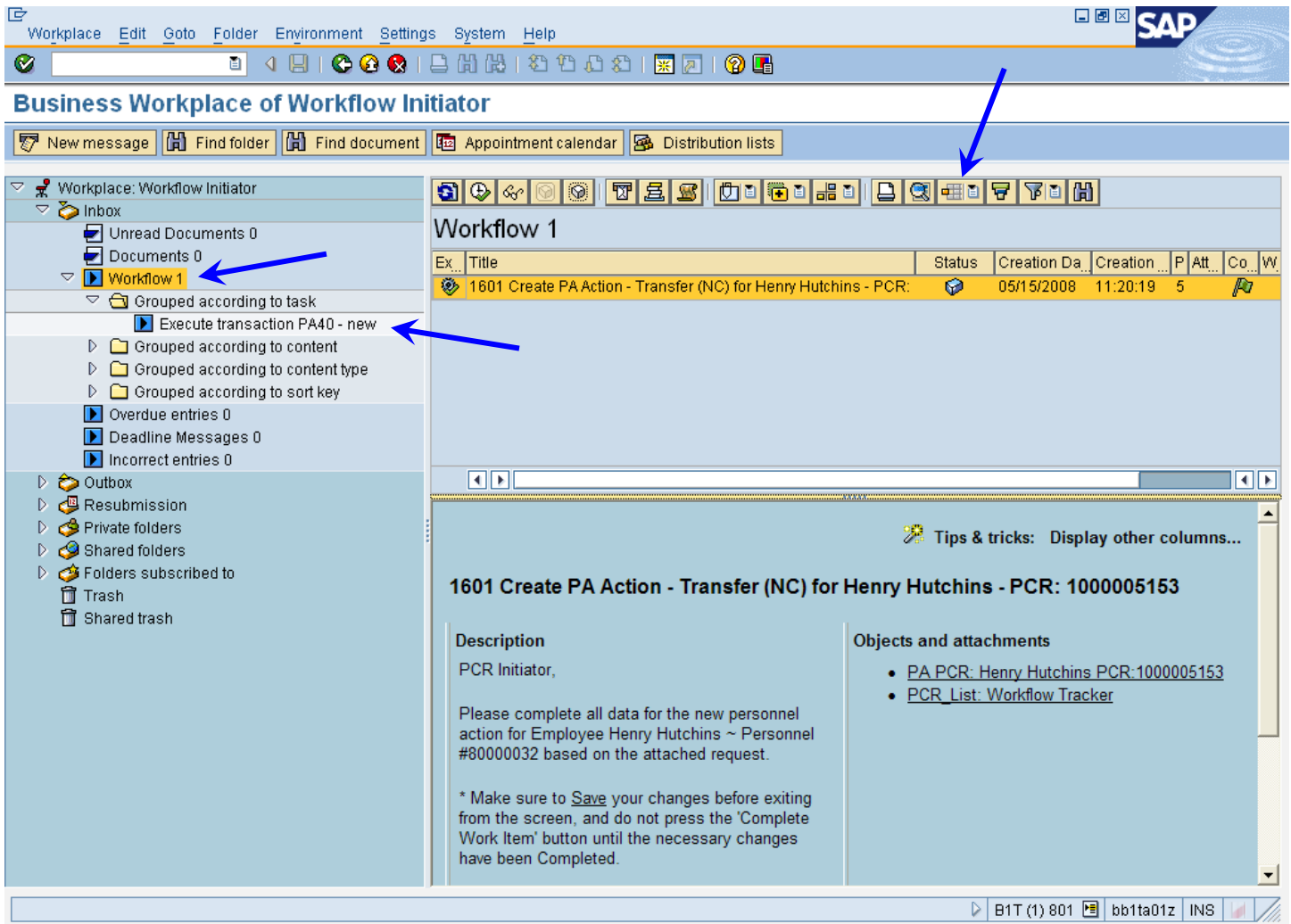
➢ There is a few different ways you can enter your SAP Business Workplace (Inbox):

    o 1) Press the '**SAP Business Workplace (Ctrl+F12)**' button;
    o 2) Using the SAP Menu path: "**SAP menu**" --> "**Office**" --> "**SBWP - Workplace**";
   o 3) Using the top Menu Path (*below*): "**Menu**"--> "**Business Workplace (Ctrl+F12)**".

> When in your Business Workplace, you will see in your Overview Tree (left side) you can group together the items to be executed. The folder, under "**Workflow**" is called "**Grouped according to task**". Once you press the arrow next to it they will be displayed as above. If you choose one of the groups, as in "**Approve pay change**", only those similar items will be displayed in your Work List & the Layout you create will only apply to those Tasks.

> To add preconfigured columns to your Work List view (upper right), we will press the right side of the 'Select Layout…' button.
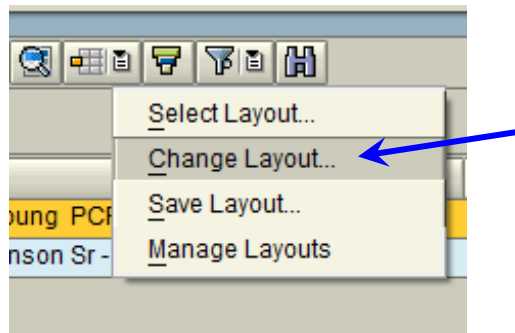
➢ When presented with the above drop down menu, press "**Change Layout…**".
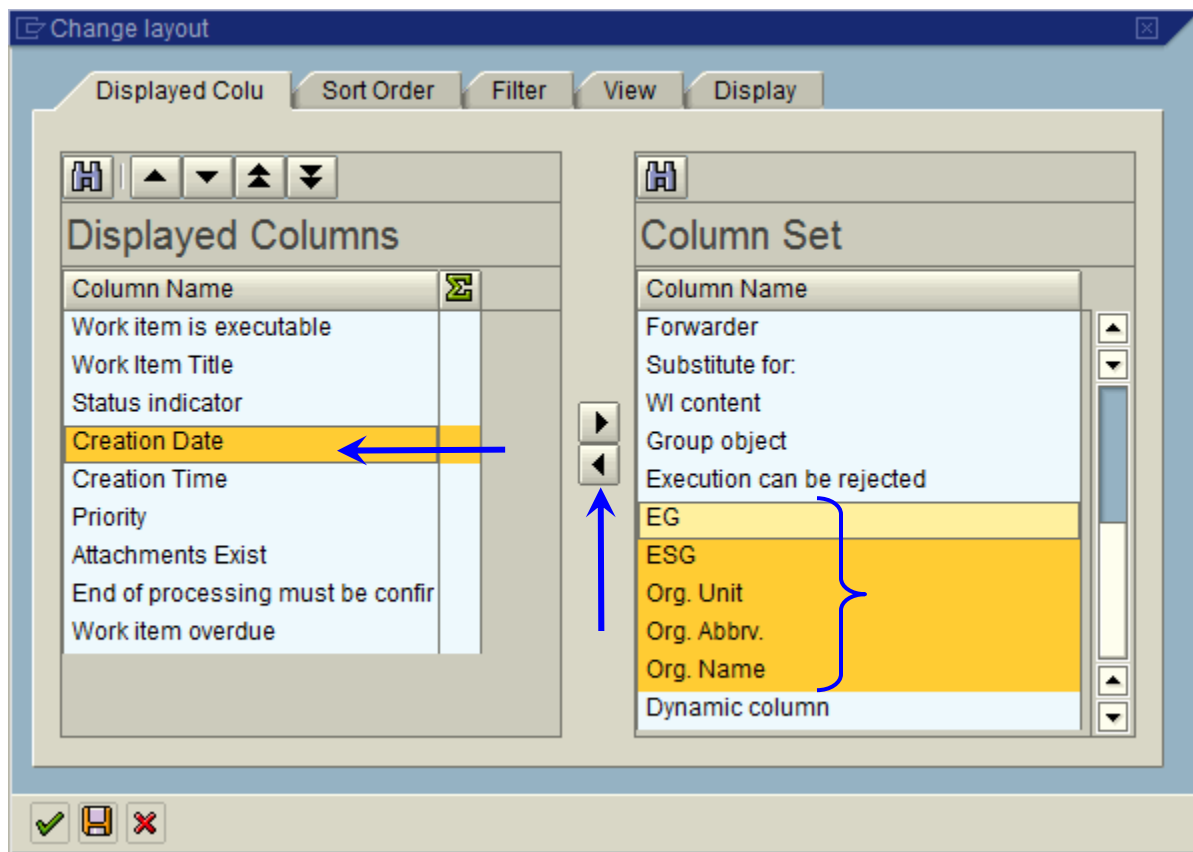
➢ A popup box should appear where you can choose to either add or delete columns from your View. The Columns on the left side are the current displayed columns, and the ones on the right are the additional possible ones. If you press a column on the left side, the ones you add from the right will automatically be added right next to it. For this example we're going to choose the "**Creation date**" on the left side because we want the new columns to be right before it. On the right side we're going to choose all the columns between "**EG**" & "**Org. Name**" (highlighted in orange) to be moved over for display. To choose more then one you can press the '*Ctrl*' key while clicking them. Once highlighted, press the '**Show selected fields**' button in the middle.
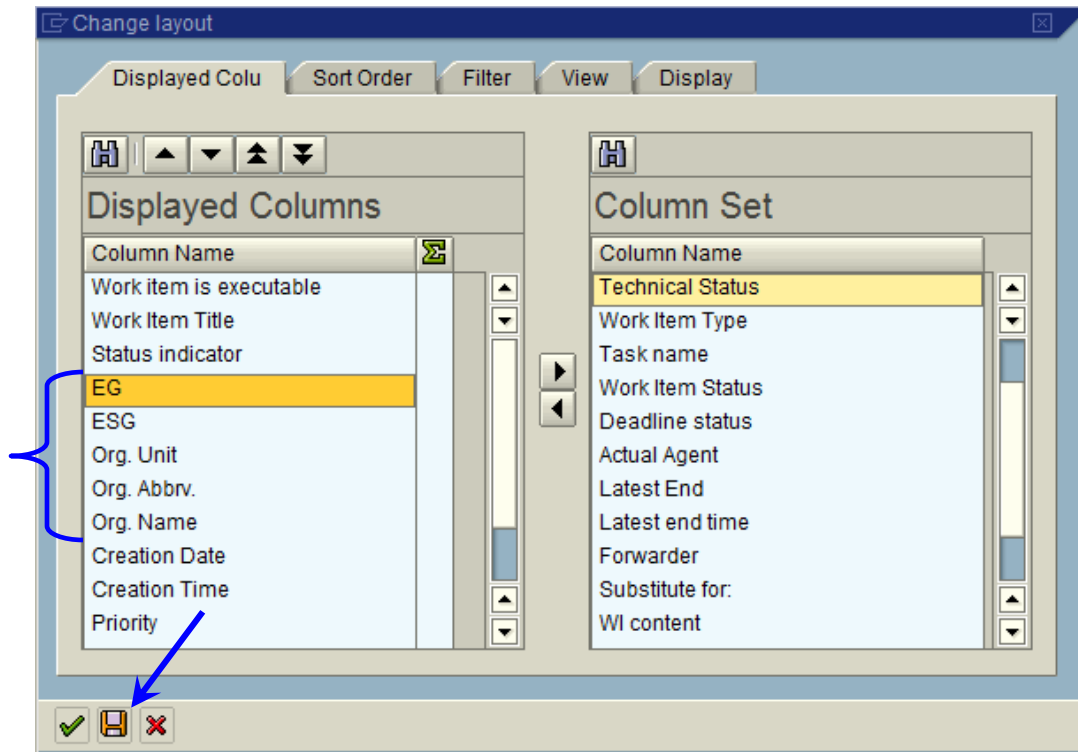
➢ Once all the columns have been configured, press the '**Save layout (F5)**' button.
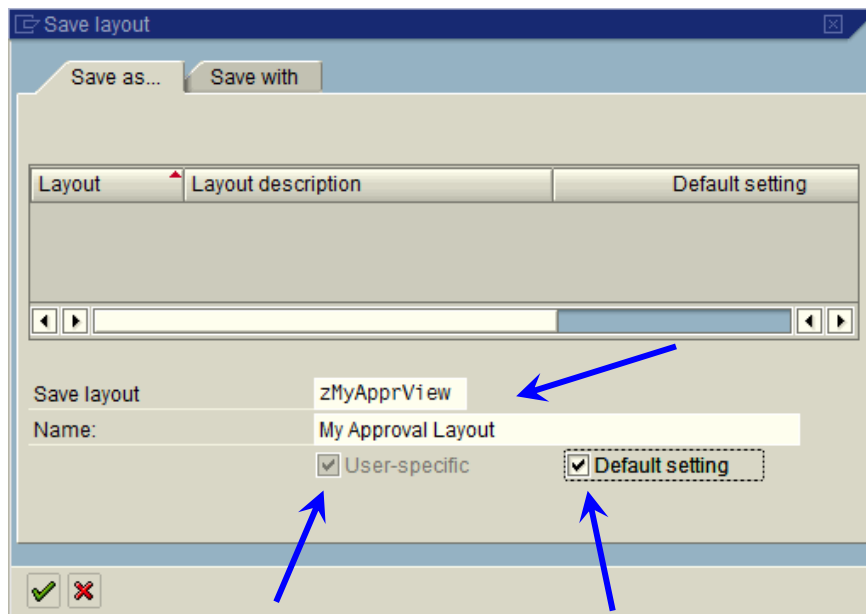
➢ On the next popup screen give a name & description to the Layout such as "**zMyApprView**". The Layout must be saved starting with a "**Z**" so it will be specific to your Views. Make sure the check box "**User-specific**" is checked, and check "**Default setting**" for whenever going to that Grouped

Task it will view with the new columns automatically. When completed, press the green check '**Continue (Enter)**' [✓] button.
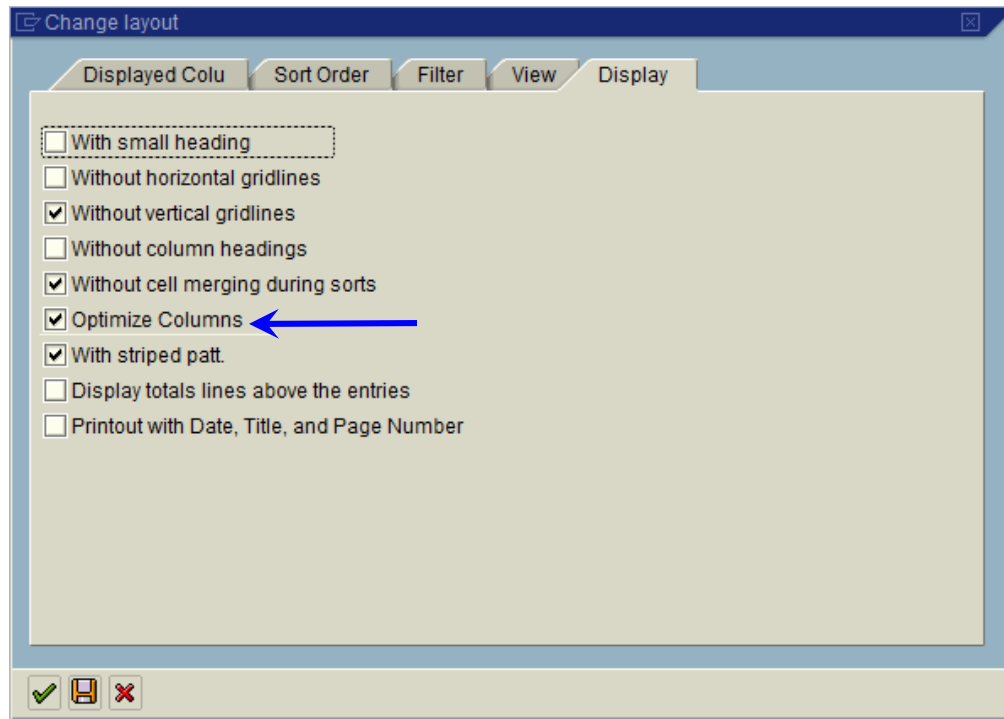
➢ When you return to the previous screen you can choose the "**Optimize Columns**" check box and the columns will display to the proper length. When done press the '**Transfer (Enter)**' [✓] button.
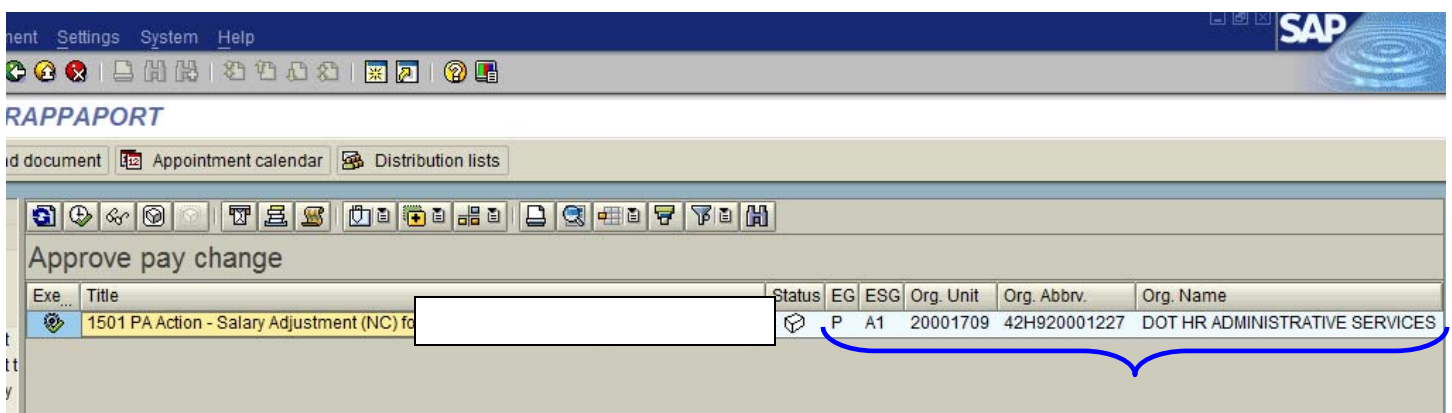
➢ When you return to your Business Workplace you will be able to see your new columns with the values for each individual item. From here you also have the capability to Sort or Filter to narrow down the view of the work items further.